QUICK REFERENCE GUIDE – THE SF - 424

This quick reference guide will show you how to create an SF-424, check it for errors and validate the SF-424 submitting it to editors, readers or a submitter. The guide includes:

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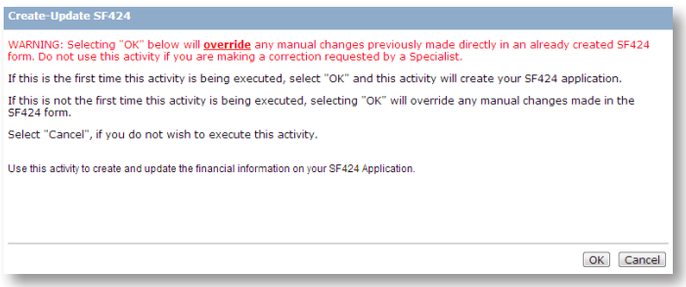
For additional assistance contact the ITS Service Desk at 216.368.HELP(4357). Detailed SF-424 mapping information is available in the SPARTA user manual.

CREATE SF-424

1. Locate Funding Proposal in **My Home** and access its workspace.
2. Click the **Create-Update SF424** button in the **My Activities** box on the left.
3. Click **OK** to continue.

Figure 1: Background processing to create the SF-424 may take a few minutes. The activity screen will close when background processing is complete.


Create-Update SF424
WARNING: Selecting "OK" below will override any manual changes previously made directly in an already created SF424 form. Do not use this activity if you are making a correction requested by a Specialist.
If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.
If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made in the SF424 form.
Select "Cancel", if you do not wish to execute this activity.
Use this activity to create and update the financial information on your SF424 Application.
OK
Cancel

NAVIGATE TO THE SF-424 WORKSPACE

3. Click the tab labeled **SF424 Summary**.
4. Click the name of the submission to sponsor to open the workspace and begin editing.

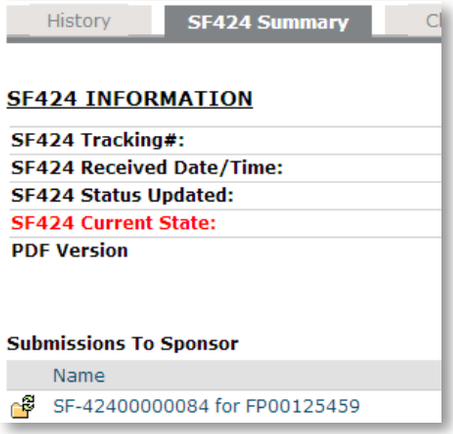
EDIT SF-424 DETAILS

1. Click **Edit Grant Application**.
2. Type in an Application Filing Name.
3. Select any optional forms which should be included with the application.
4. Click the **Continue** button.

NOTE: At this point, the majority of fields in the application should be pre-filled based on prior responses gathered from the Funding Proposal, Budget, Researcher Profile(s) and SPARTA itself.

5. Click **Exit** to return the SF-424 workspace.

Figure 2: The SF-424 summary tab is located near the bottom of the Funding Proposal workspace.



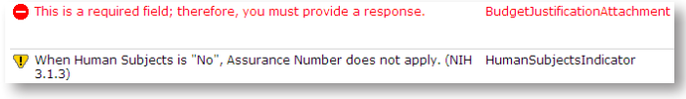
CHECK FOR ERRORS AND VALIDATE

IDENTIFY ERRORS AND WARNINGS

1. Click the **Validate Submission** button in the **My Activities** box on the left.
2. A series of errors (highlighted in red) and warnings will appear.
3. Each of these errors must be remediated **before continuing**.

Figure 3: To view an error in the context of the application, click the Jump To link in the far right column (not pictured).

NOTE: DO NOT correct errors in the SF-424 SmartForm. Correct errors by modifying the Funding Proposal, Budget(s) or Researcher Profile(s) ONLY.


This is a required field; therefore, you must provide a response.
BudgetJustificationAttachment
When Human Subjects is "No", Assurance Number does not apply. (NIH 3.1.3)
HumanSubjectsIndicator

GENERATE PORTABLE DOCUMENT FORMAT (PDF) COPIES

1. Click the **Create Pre-submission PDF** button in the **My Activities** box on the left.
2. Click the check box to include attached files in the PDF copy.
3. Click **OK**.

   NOTE: DO NOT correct errors in the SF-424 SmartForm. Correct errors by modifying the Funding Proposal workspace.

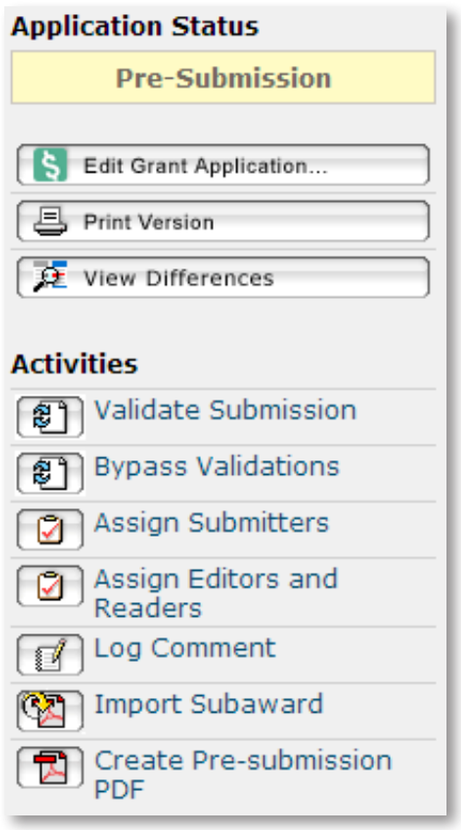
4. Click **View** to display the PDF version on screen or to save a copy.

VALIDATE APPLICATION

1. Click the **Validate Submission** button in the **My Activities** box on the left.
2. Click the check box labeled **Convert editable PDF attachments into read-only PDFs**.
3. Click **OK** to continue and submit the validated application to the next workflow step.
4. If there are errors resolve per prior instructions or, under the direction of the Office of Research Administration, click close and then **Bypass Validations**.
5. Type a validation bypass reason in the text box provided.
6. Click the **Acknowledgement** and **PDF convert check** boxes to select them.
7. Click **OK** to continue and submit the application to the next workflow step with validations bypassed.

   NOTE: A link to the most recently generated PDF version is displayed in the Funding Proposal workspace.

Figure 4: Workspace activities.



OPTIONAL, IMPORT SUBAWARD

1. Click the **Import Subaward** button in the **My Activities** box on the left to upload the R&R Subaward budget forms (downloaded from budget module).

   NOTE: The proposal must indicate that subawards apply or this activity will fail.

   Once submitted to grants.gov, tracking number and status will appear on the SF-424 Summary tab.